Soft Skills Checklist

**Put an X in the column that best matches your opinion of each statement.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Strongly Agree | Somewhat Agree | Somewhat Disagree | Strongly Disagree |
| I often spend more time trying to think of ways to get out of things than it would take me to do them. |  |  |  |  |
| Asking for help on the job is a sign of being weak. |  |  |  |  |
| I think it’s okay to take off time from work for personal reasons, even if I don’t have vacation or personal leave available. |  |  |  |  |
| I usually try to avoid doing job tasks that I dislike doing. |  |  |  |  |
| I have held a couple of jobs for less than 3 months. |  |  |  |  |
| If my child was sick my only option would be not to go to work. |  |  |  |  |
| I’d rather quit a job than do something I don’t think I should have to do. |  |  |  |  |
| When someone makes me angry I get even. |  |  |  |  |
| I find it difficult to take criticism without feeling hurt. |  |  |  |  |
| I seem to be late more than I am on time for things. |  |  |  |  |
| To cover a three month gap in employment it is okay to extend the end date of my last job. |  |  |  |  |
| Success in life is a matter of luck. |  |  |  |  |
| When I fail, it is usually someone else’s fault. |  |  |  |  |
| Being 5 or 10 minutes late for work is no big deal. |  |  |  |  |
| My appearance does not affect my chances of getting a job, what I wear is an expression of who I am. |  |  |  |  |
| It’s okay to not call my supervisor when I’m sick and can’t come to work. |  |  |  |  |
| It is okay to ignore my co-workers. |  |  |  |  |
| Texting or talking to my friends during work time is totally acceptable. |  |  |  |  |
| Add up the number of Xs in each column | **A** | **B** | **C** | **D** |
|  |  |  |  |

**If you have two or more Xs in columns A or B, you could benefit from some additional soft skills training.**